

Advanced Photon Source

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APS Publication Clearance

Changes made in this revision:

- Removed “PSC Associate Laboratory Director” as an approver
- Updated table in Section 5

Prepared by:

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Approved by:

AES Division Director

ASD Division Director

XSD Deputy Division Director

APS Publication Clearance

1 PURPOSE

Spell out procedures for obtaining clearances for scientific and engineering publications produced by the Photon Sciences (PSC) Directorate.

2 SCOPE

This policy and associated procedures apply to all information to be released for publication by PSC employees.

3 POLICY

In accordance with the Argonne National Laboratory Scientific, Technical, and Business Information Manual (SciTech) and [LMS-POL-19](#), “Protection of National Security and Other U.S. Interests,” for all technical publications produced by PSC personnel, the author and the author’s Division must ensure:

- A prepublication clearance review is completed before information is released outside the Laboratory,
- Publications include Laboratory-required content (e.g., acknowledgment of Argonne and sponsor support), and
- Information is protected from release that would jeopardize national security, export controls, and/or Laboratory intellectual property rights for all publications.

This applies to all publications with the Argonne byline.

4 PROCEDURES

PSC-ALD, ASD, AES, and XSD have designated personnel whose responsibility it is to assure compliance with the document clearance process as stated in [LMS-POL-19](#) and [SCITECH-1](#) per the memos listed in the [Appendix](#).

5 DOCUMENTS/RECORDS CREATED BY THIS PROCEDURE

The documents/records listed below will be created in the execution of this procedure and must be retained as indicated.

| Description of Document/Record (include ID number, if applicable) | Custodian | Storage Location and Medium | Federal Retention Requirement |
|---|----------------------|---------------------------------------|--|
| Publication Approval Notification and Distribution Application (PANDA) http://inside.anl.gov/tools/applications/panda | CIS-Library Services | Index by PANDA number, store on paper | Per Argonne requirements: SCITECH-2 |

6 FEEDBACK AND IMPROVEMENT

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#)^{*} to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS_1408152](#)).

^{*} <https://www1.aps.anl.gov/Document-Central/APS-Policies-and-Procedures-Comment-Form>

APPENDIX

See [APS_1432633](#) – Memo from G.B. Stephenson to Photon Sciences Directorate

See [APS_1432634](#) – Memo from W.G. Ruzicka to APS Engineering Support Division Group Leaders

See [APS_1432635](#) – Memo from A. Zholents to Accelerator Systems Division Group Leaders

See [APS_1432636](#) – Memo from Linda Young, Director to X-ray Science Division Group Leaders